



Raritan Valley Composite Squadron

Civil Air Patrol | New Jersey Wing | NJ-003

United States Air Force Auxiliary

Based at Central Jersey Regional Airport

1034 Millstone River Road

Hillsborough, New Jersey 08844



Memorandum for Cadet Staff & Cadet Program Officers

Subject: Prospective Cadet Procedures for RVCS

Cadet Program Effective: To Be Determined

Cadet's First Arrival:

Training Flight's Responsibility:

- Training Flight Commander or Training Flight Sergeant should call over the cadet to make sure he or she does not feel left out
- After a brief description of the Training Flight either the TF Commander or TF Sergeant will direct them towards the Training Flight
 - "We are a flight that will teach you the essentials to being a successful Cadet in six weeks. You will work with your fellow cadets to learn everything you will need to succeed in this squadron. After the course you will be part of the other flights and be able to show what you learned!"
- TF Commander will integrate them into the Training Flight with the other Cadets, and introduce him or her
- Towards the end of the meeting the TF Sergeant will talk to the cadet to gather his information using the "Prospective Contact Form". He also will notify the cadet that they should look for an email containing a Template email, the TF packet, and uniform links.
 - [Link to Form](#)

Senior Member's Responsibility:

- The Senior Member will take the Cadet's Parents and inform them of the time commitment it takes to be part of Civil Air Patrol
- They will inform them of the application process, and where they can buy their uniforms from. They will notify that the Cadet application is online and provide them a link to the form.
 - They will notify that the TF has sent links to their email as well as their kids email
 - [Link to Member Application](#)
- The Senior Member will also notify the parents about the Senior Member program and ask if they would be interested to join

Executive Staff's Responsibility:

- XO or Operations Officer should be notified of the new cadets
- They should transfer the Cadets information from the responses spreadsheet to the RVCS Contact list
 - [Link to Form Responses](#)

- They should add the cadets information to the email list during the meeting in which the Cadet is attending

Cadet's Following Meetings:

Training Flight's Responsibility:

- TF Staff should check that the cadet has proper uniform and that they follow regulation
 - Until they get the proper uniform, cadets should be told to wear khakis and a dark polo
- TF Staff should check that the cadet has received the email containing the information
 - They should also check that the cadet is receiving the weekly emails
- TF Staff should clear any confusion that the Cadet may have
 - Ask the cadet if he or she has any questions

Senior Member's Responsibility:

- SM should check that the Cadets Application is submitted online and that the cadet is part of the program
- SM should notify the parents of the Script Program, and other fundraising for the Squadron
 - They should also notify them of the donation process
- SM should notify the parents of the various activities
 - EX. Robotics, MARC, O-Flights, and X-Flight Simulator

Executive Staff's Responsibility:

- Should check that the Cadet is receiving the weekly emails and that their dragonnet is set up without any problems
- The IT Officer will be in charge of setting up the Dragonnet
- Once the Cadet becomes a member of C.A.P their information should be transferred from the Prospective tab to the Cadets tab
 - Same should be done for the parents information

[Link to template email](#)

[Link to Cadet Expectations](#)

[Link to Form](#)

[Link to Form Responses](#)

[Link to Member Application](#)

Comments:

This entire document needs more details. It is not adequate enough to use generally. A memo of this form should be able to be handed to a staff member completely unfamiliar with the process and that staff member should be able to fully execute the process.